

Full Charge Bookkeeper

Gerety & Associates CPAs – Las Vegas, NV

Public accounting firm is seeking a self-starting, dynamic individual for a full-time, full-charge bookkeeper position which entails preparing accounting & financial reports, recording financial transactions into all ledgers, reconciling accounts, preparing journal entries, reconciling bank accounts, performing general accounting duties, preparing payroll & sales/use tax returns.

Required Skills and Qualifications

- 3-4 years' bookkeeping experience
- College level accounting courses, 2 year degree or work experience equivalent
- Working knowledge of computerized software and Microsoft Office products including Outlook, Word, and Excel
- Proficient in QuickBooks (QuickBooks Pro-Advisor is a plus)
- Strong organizational and follow-up skills, including the ability to manage several projects simultaneously and complete tasks in a timely manner
- Able to communicate effectively, both orally and written
- Able to work with different personalities and be a team-player
- Professional, dependable, accurate, fast-learner, attentive to detail, motivated self-starter
- Work well with minimal supervision
- Prior public accounting experience preferred
- Must pass the firm's bookkeeping exam

Firm Benefits:

Competitive compensation and benefits including health, vision, dental, life, short-term & long-term disability insurance, flexible spending account, & employer 401(k) match.

Gerety & Associates CPAs is an equal opportunity employer

Please submit resume to geretycpas@geretycpa.com.